MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

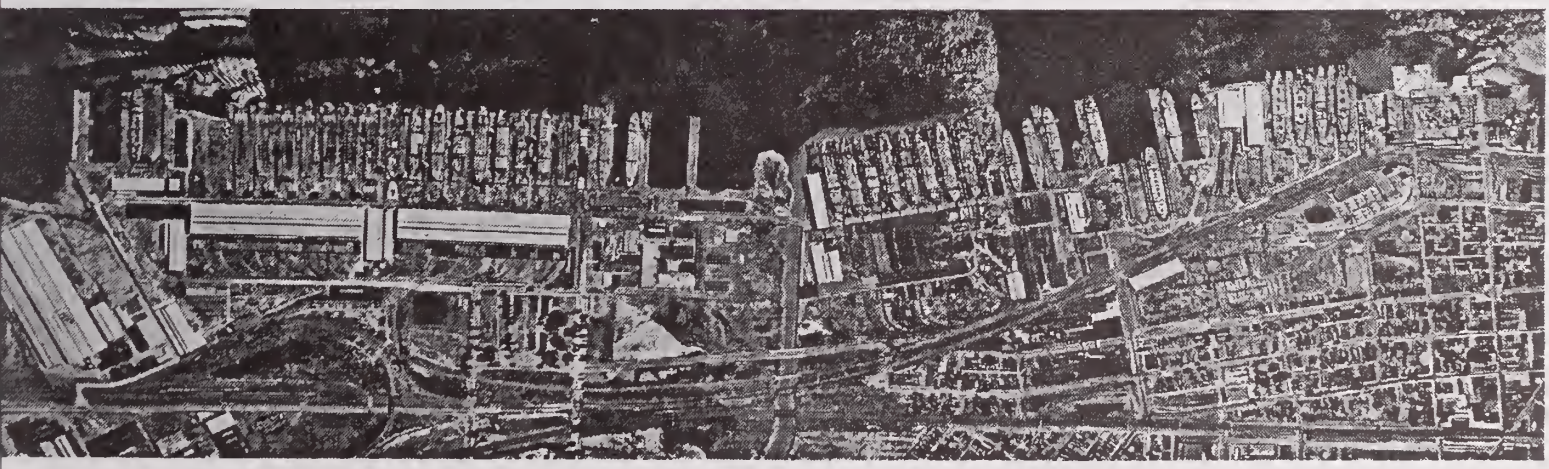
VOLUME 26 NUMBER 4

FALL 1997

WILMINGTON, DE WILMINGTON, DE WILMINGTON, DE WILMINGTON, DE

MARAC 25th Anniversary

NOVEMBER 6-8, 1997



Highlights of the 25th Anniversary Conference

November 6-8, 1997, Wilmington, Delaware

When we come together on November 6, 7, and 8 at the Holiday Inn Downtown in Wilmington, Delaware, we will have one of the finest opportunities of the past 25 years to share in a rich array of professional, cultural, and entertainment events. It will be difficult to pick and choose from so many excellent choices of Retro, Special Focus, and Regular conference sessions on topics of interest to archivists and curators alike. Our very creative and hard-working Program and Local Arrangements Committees have made it equally hard to choose from an unusual lineup of workshops, tours, and 25th anniversary events.

Because the 25th Anniversary is such a special occasion for reflecting on why we came together and remain together as one of the country's finest regional archives organizations, highlighted below are the Retro conference sessions for our Fall meeting. These sessions will give charter members, senior members, and those who will be attending a MARAC meeting for the first time opportunities to join discussions of issues raised 25 years ago that still are issues for archivists and curators today.

Friday, November 7, 10:30 a.m. - 12 noon S2 *Day After Day: Conservation: Past, Present, and Future, 1972-1997* This panel will discuss what has been happening in this dynamic field over the past 25 years and will examine the myths and realities of gaining institutional support for preservation. They will offer tips for winning converts to the conservation cause and for expanding conservation budgets.

Yvonne Carignan (University of Maryland), chair; Don Etherington (Etherington Conservation Center); Evelyn Frangakis (National Library of Agriculture); Ted Stanley (Princeton University).

Friday, November 7, 2:00 p.m. - 3:30 p.m. S7 *Talking Loud and Saying Nothing? Archival Literature, 1972-1997* A large body of literature has grown around archival topics since the first MARAC meeting, when participants organized a session entitled "What How-To-Do It Publications We Need and How To Get Them." Yet, many in the profession feel that the literature does not serve their needs or interests. The panelists, including the current editor of the American Archivist, the chair of the Society of American Archivists' (SAA) Publications Committee, and the Chair of MARAC's Publications Committee comment on the past, present, and future of archival publishing.

Ben Primer (Princeton University), Chair; Philip Eppard (State University of New York-Albany and editor of the American Archivist); Susan Hamburger (Penn State University); Helen Tibbo (University of North Carolina at Chapel Hill).

Friday, November 7, S10 *All The Young Dudes: The Original Hits by the Original MARAC Artists* 3:45 p.m. - 5:15 p.m. MARAC "founders" and "fogies" will reminisce about the conceptualization, founding, and early years of the organization. They will also discuss their original hopes and

Table of Contents

Highlights of the 25th Anniversary Conference 2
From the Chair 4
Semi-Annual Meetings: What You Need to Know and How You Can Participate 6
MARAC Membership Application 8
Employment 9
Arline Custer Memorial Award 10
Steering Committee Minutes 11
National Historical Publications and Records Commission Grant Recommendations 18
Book Reviews 19
Call For Papers 22
Treasurer's Report 23
Session Abstracts 24
New MARAC Members 25

dreams for MARAC, reflect on the ways the organization succeeded and adapted to archival change, and consider the ways in which it has failed to achieve its goals. What is the role of a regional archival organization in 1997? Attend and find out.

Ronald Becker (Rutgers University), chair; Mary Boccaccio (East Carolina State University); Donald Fisher Harrison, Ph.D., C.A. (National Archives, retired); Mike Plunkett (University of Virginia); Bro. Denis Sennett (Friars of the Atonement).

Saturday, November 8, 9:45 a.m. - 11:15 a.m. *I Can See Clearly Now: Teaching, Doing, and Regretting Appraisal, 1972-1997* As institutions have increased in size and complexity over the past twenty-five years, and as the relationships between institutions have changed, records have multiplied exponentially. And, as records increase, pressures and demands on appraisal archivists to make the right choices rapidly take on greater urgency. But how do you learn to make the right choices? And what happens if you're wrong?

Greg Bradsher (National Archives and Records Administration), chair; Thomas Connors (National Public Broadcasting); Greg Hunter (Palmer School of Library and Information Sciences).

Saturday, November 8, 11:30 a.m. - 1:00 p.m. *Stairway To Heaven: Description and Access, 1972-1997* At first glance, the development of uniform descriptive standards and changing technologies appear to have altered the nature of archival finding aids. But how universal and wide-ranging has this transformation been? And, has it fundamentally changed the way in which users approach archives? The panel includes one archivist who has authored the SAA's basic manual on description, a second who was involved in the development and implementation of the USMARC:amc format, and a third who has been a principal mover in applying Standard Generalized Mark-Up Language for archival finding aids. Together, they will consider the past, present, and future of archival description, and determine whether the changes are more apparent than real.

Thomas Frusciano (Rutgers University), chair; Frederic Miller (National Endowment for the Humanities); Daniel Pitti (University of Virginia); Kathleen Roe (New York State Archives and Records Administration)

The Program Committee has responded to the very positive assessments and evaluations of discussion-oriented special affinity sessions in recent years. The six "Special Focus" sessions will cover topics of interest to novice and veteran alike. The seven Regular sessions offer some of the most important topics to archivists, curators, and historians in this last quarter of the 20th century. A roster of outstanding speakers has been obtained for these sessions.

For more details about the complete 25th anniversary meeting, please consult your registration packet or contact the Local Arrangements Co-Chairs:

Margaret Jerrido
Temple University Urban Archives
Paley Library
13th & Berks Mall
Philadelphia, PA 19122
PH: 215-204-6639
FAX: 215-204-3681
E-Mail: mj@astro.ocis.temple.edu

Carol Ann Harris
Temple University
Special Collections
13th & Berks Mall
Philadelphia, PA 19122
PH: 215-204-4576
FAX: 215-204-5201
E-Mail:
charri00@thunder.ocis.temple.edu

Of Mailing Times and Deadlines

For over a year, the spring and fall issues of the Mid-Atlantic Archivist (*MAA*) have been delivered by first class mail. The purpose of the change was to ensure that members received information on MARAC meetings in plenty of time to plan their attendance. We hope that this goal has been met. The summer and winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the *MAA* in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the *MAA* to you in a timely manner regardless of how it is sent.

Front Cover Graphics by Fe Cojeen

The cover photograph of the port of Wilmington is from the holdings of the General Records of the Department of the Navy, 1798-1947, RG 80, of the National Archives and Records Administration.

. . . from the chair

As this is my first message to all of you through the medium of the newsletter, let me begin by saying how pleased I am to have the opportunity to serve MARAC as its chair. We face a number of significant challenges in the coming years. I hope during the course of my term to help MARAC begin the process of self-transformation along the paths outlined in the Strategic Plan, while rededicating ourselves to the qualities and principles that have made MARAC an organization to which its members have been willing to donate extraordinary amounts of time.

At the summer Steering Committee meeting, the current Committee membership began its discussion of the implementation of the Strategic Plan. A major topic of discussion was the section of the Plan that deals with improvements in the State Caucus system, particularly the appointment of an institution in each state to help invigorate state caucuses. This point in the plan provoked the greatest number of questions from members of last year's Steering Committee, who saw the potential for problems in setting up a new relationship between MARAC and state institutions. At the same time, the members of the Strategic Planning Committee felt that it would be crucial to the success of MARAC programs in the states, particularly the MARAC Conferences, to have strongly committed help from state institutions. Assistance from larger state institutions could help to alleviate the crisis in volunteerism that MARAC has experienced in recent years and would provide a focus for stronger programs at the state level. Recognizing that geographical, political and institutional situations vary greatly from state to state, the Steering Committee decided to return this issue to the state caucuses for discussion. Each caucus will be asked to discuss this section of the Plan at its fall meeting and to come up with a version of the Plan that will work in their particular state. Suggestions that were made at the Steering Committee meeting included a rotating caucus center or a structure of sub-caucuses. The Steering Committee will discuss the caucus proposals at the winter Steering Committee meeting.

The evolution of this portion of the Strategic Plan illustrates the importance of member input into this process. Rest assured that nothing in the Plan is written in stone. The Steering Committee is very much in need of suggestions and comments from the membership throughout this process, so that we can develop a plan that will work for our membership and our particular organizational structure and spirit. Please talk to us, either through your State Caucus or directly by phone, fax, e-mail, between sessions at the Conferences, or in the Hospitality Suite. We on the Steering Committee will try to keep you well informed of our progress, investigations and decision-making as we proceed with the implementation, and we welcome your participation and input at every point in that process.

See you at Homecoming!

--Janet Linde

PRESERVATION SERVICES FOR ARCHIVES

Evaluation of Collections, document Preparation, Vendor Selection, Estimates for Microfilming, Binding, Storage, Staff Training

Marc Zeitschik
Preservation Consultation
71 Cassilis Avenue
Bronxville, New York 10708
Phone/Fax: 914-793-7842
E-Mail: CONSULT5@IDT.NET

Don't take a chance with your paper valuables!

Preserve them in Mylar® Docu-Gard™ Sleeves

from BCE, the Preservation Professionals℠

Why Mylar® Type D?

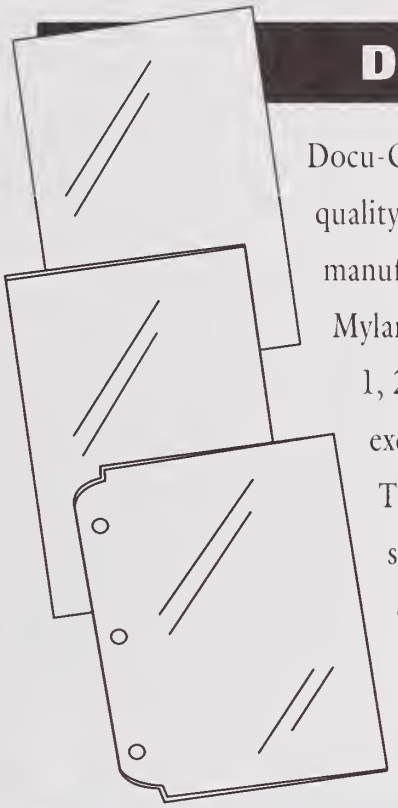
Mylar® D is the uncoated archival quality polyester film that is the most stable and inert of all known plastic films. It contains no volatile chemicals that can migrate to the paper and cause damage. It is resistant to almost all outside influences and will remain unchanged for over two hundred years. In addition, it is an effective barrier to acidity, the primary cause of paper deterioration.

Why Bill Cole Enterprises?

With over twenty years experience in the preservation field, BCE is a major supplier to The Library of Congress and The National Archives for their preservation sleeves. All materials are in stock for immediate delivery, and special sizes can be quoted over the phone using our new service "INSTA-QUOTE™." We have toll free phone and fax numbers for your convenience and Internet access as well.

Why INSTA-QUOTE™?

INSTA-QUOTE™ is our latest technology to give you immediate quotations for all your Mylar® needs while you are on the phone. Just by a click of a button, we can give you an immediate quote on rolls, sheets or sleeves. You no longer have to wait hours, days or weeks. This is an exclusive service from Bill Cole Enterprises!



Docu-Gards™

Docu-Gards™ are true R-Kival™ quality polyester film sleeves manufactured from 3 or 4 mil Mylar® type D and sealed on 1, 2, or 3 sides using our exclusive Ultra-Weld™ process. The seals are nearly twice as strong as those produced by either ultrasonic or electronic sealing methods. And we never use tapes or adhesives.

Call or write for a free brochure and Mylar® Sleeve Sample

1-800-99-GARDS

Bill Cole Enterprises, Inc.
P.O. Box 60 Dept. MAA, Randolph, MA 02368-0060
(617) 986-2653 Fax (617) 986-2656
e-mail:bcemylar@internetmci.com
web site:http://www.neponset.com/bcemylar

Docu-Gard™, Ultra Weld™ and INSTA-QUOTE™ are trademarks of Bill Cole Enterprises, Inc. The Preservation Professionals℠ is a servicemark of Bill Cole Enterprises, Inc. All references to Mylar® refer to archival quality polyester film such as Mylar® type D by Dupont Co., or equivalent material such as Melinex® 516 by ICI Corp.

Semi-Annual Meetings: What You Need to Know and How You Can Participate

Jackie Esposito, Assistant University Archivist, Penn State University

Former MARAC Vice-Chair/Chair, Meetings Coordinating Committee

Having just completed two years as Vice Chair of MARAC and Meetings Coordinating Committee chair, it is my intention to both educate MARAC members about the logistics of holding semi-annual meetings and encourage members to become more active participants in these meetings.

Meetings are an opportunity for each member to serve the organization. They are a professional responsibility and a place for educational enrichment and networking. It is a place where members come together to give to one another and the organization. The meetings that work best are the result of partnerships between the planner and the attendee. They are the result of well-intentioned, positively channeled professionals interacting together to facilitate a valuable, collegial experience. They fail when attendees expect to get and not give in return.

Role of Volunteers

Semi-annual meetings do not just appear in May and November. They take an enormous amount of planning and execution. Consider the following: Chairs and members of both Local Arrangements and Program Committees are VOLUNTEERS. They provide meetings for members as an extra service, "Other duties as assigned." They do not get paid. Often, they do not even get thanked. They organize the meeting because they believe in the intrinsic benefit provided by the opportunity. How can we make their jobs more palatable -- join them! Ask yourself, how many meetings have I attended? For which of these meetings have I volunteered to help? Local Arrangements Committees, usually, use local people to run a meeting. Program Committees can use people from anywhere since the bulk of their work is done either by phone or e-mail. Meeting dates and places have been set from now through Fall 2000. On which of these committees can you serve? How can you contribute?

Expectations

Semi-annual meetings are structured to provide educational opportunities, chances to socialize and network, vendor displays, philosophical discourse, and much, much more. Attendees come to the meeting with a certain set of expectations. It is the goal of MARAC meeting planners to address these expectations but MARAC members must be aware of the inherent constraints: costs, dwindling pool of volunteers, technology to name but a few. Most of these constraints are beyond the planners control. These constraints are not unique to MARAC, they are being experienced nationwide. It is, therefore, important that MARAC members understand and do their part to help produce enjoyable and affective meetings.

Attendees expect program sessions and panels where the discourse is scintillating, the level of educational exchange above average, and the learning environment is comfortable. Additionally, attendees want great food at a low-to-moderate price, outstanding speakers, eye-catching vendor displays, interesting tours, and fantastic weather. All of these expectations should be fulfilled at the highest level of quality for the lowest possible price. The reality of the situation is this: as we approach the new millennia, some if not all of these expectations may have to be moderated by economic and logistical realities. Realizing positive results for these expectations is dependent on joint responsibility: attendees participate actively in all areas of the meeting created by dedicated planners.

Hotel Rates

MARAC holds its meetings throughout the region at large hotels designed to accommodate approx. 150-175 sleeping rooms. These hotels are public accommodation's subject to marketplace dictates regarding prices and services. The hotel is expected to provide sleeping rooms, meeting room facilities, banquet areas, service personnel, security, parking, concierge and a wide variety of other services too numerous to mention. The room rate at a meeting hotel reflects ALL of these services. This is why a meeting room rate is different from a summer vacation room rate. MARAC is not in control of these factors or their subsequent costs. MARAC has tried holding meetings on college campuses in low-cost dorm spaces but, unfortunately, they do not provide amenities like hotels, little things like a personal shower. These arrangements have proven unacceptable to the MARAC membership at large.

Attendees must also recognize those meeting hotels in major cities (New York, Washington, Chicago, Los Angeles, etc.) are now expecting and getting $100+ per night for room rates. While the MARAC leadership does not condone these rates (and is working diligently to offer the lowest possible room rate for meetings), there will be meetings in the near future where rooms will cost over $100 per night.

Registration Expenses

Where do registration dollars go? Most meeting attendees do not realize that their registration fee covers:

- Printing and mailing costs for the preliminary program

- printing costs for the final meeting program as well as attendees lists and handouts
- attendee folders for materials
- reception food and transportation
- Friday's continental breakfast
- Saturday's Business Meeting breakfast
- Beverages and snacks for 2 breaks on Friday
- Refreshments for the Hospitality suite
- Audio-visual equipment rentals
- Steering Committee meeting supper
- Paper supplies including name tags, evaluation forms, handouts
- Speaker honoraria

The registration fee covers a wealth of "invisible" expenses that are generated merely by choosing to have a meeting at all. These expenses have increased exponentially over the years. It is virtually impossible to maintain a registration fee under $50.00 in the late 1990s.

Audio-Visual/Computer Equipment & Services

Presenter X is doing a paper on digital technologies at his university. To illustrate the full range of the project, X needs a computer terminal and peripherals, connector panel, modem hook-up, telecommunications tie-in, and LCD panel/screen. The cost to rent this equipment at a major hotel chain is going to be anywhere from $200-300 and $500-1,000. Then, after all this trouble and expense, the telephone lines breakdown during the talk and the presenter is forced to rely on overheads or slides. Let's further suppose that during the three-day meeting, there have been seven such requests for equipment. The cost to the meeting budget is in excess of $4,000 just for computer equipment. Is the expense justifiable in relation to the content of the presentation?

In this information-rich society, how do we resolve this problem? Educational technique is an art. Audio-visual equipment and gadgetry are, often, handy gimmicks that assist in getting information across to an audience. They do not replace solid presentation skills.

There are three alternatives to address these rising costs: 1) Continue to absorb the costs as part of the overall meeting expenses. This is not an invisible cost, it is reflected in the registration fee. 2) Bring your own -- Speakers can bring their own equipment and peripherals. They will be required to let the Program Committee know well in advance the types of equipment so that compatibility with the hotel system can be verified. They will be responsible for the care and storage of their own equipment (within hotel guidelines). This is not an unheard of alternate, several major national organizations (ARMA, for example) have begun utilizing such policies where applicable. 3) Reconsider - Does my presentation really require on-line connectivity to prove its point? Can I make the same impression using slides and/or overheads? Is there a better way to present that does not require massive amounts of technology? As both presenter and attendee, the decision is yours. Which alternate would you choose?

Participatory Organization

I could continue this litany of the types of activities that go on behind the scenes. For example, How is a panel discussion developed? How is a film festival created? What are the legal ramifications of liquor at a hospitality suite? and many, many more particulars. Instead of continuing, I will end here for now.

I hope my point is understandable — active participation of the membership is critical to keep MARAC meetings vibrant, lively and cutting-edge. The understanding, energy and cooperation of meeting attendees are essential. Meetings do not happen without them. So when you arrive in Wilmington, DE to celebrate the 25th Anniversary, be prepared to interact with your colleagues and participate in the challenge of bringing this meeting together, your efforts will be rewarded. You will have a spectacular meeting experience and the meeting planners will revel in a job well done and appreciated.

Upcoming Meetings

Review the following list of upcoming meetings and ***volunteer NOW!***

Spring 1998, Saratoga Springs, NY
Local Arrangements Chair: Geof Huth
Program Chair: Bob Morris
Meeting Liaison: John Celardo
Fall 1998, Washington, D.C. (Tentative)
Local Arrangements Chair: Fynnette Eaton
Spring 1999, State College, PA
Local Arrangements Chair: Jackie Esposito
Meeting Liaison: John Paul Deley
Fall 1999, Princeton, NJ (Tentative)
Local Arrangements Organizers: Ben Primer & Karl Niederer
Spring 2000, Location to be Determined
Fall 2000, Joint meeting with Midwest Archives Conference, Cleveland, OH
Meeting Liaison: Valerie Metzler

MARAC Membership Application

MARAC Membership Application

Dues Year – October 1st - September 30th

☐ **Regular $15.00** ☐ **Student/Retired $5.00**

☐ **New Member** ☐ **Renewing Member**

Name: _____

Address: _____

_____

City: _____

State: _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

E-Mail: _____

Institution: _____

State Caucus Preference:

☐ DE ☐ DC ☐ MD ☐ NJ ☐ NY ☐ PA ☐ VA ☐ WV

To belong to additional State Caucuses, indicate which one(s) and add $1.00 each to your dues payment.

May we include your name and address (only) on a MARAC mailing list for distribution?

☐ Yes ☐ No

Please check the category(ies) which best describe(s) your archives:

☐ College/University ☐ Museum ☐ Religious

☐ Corporate ☐ Federal Archives ☐ State/Local Government

☐ Historical Society ☐ Professional Society, Institute ☐ Other: _____

Please check the committee(s) on which you are willing to serve:

☐ Arline Custer Award ☐ Finding Aids Award ☐ Membership

☐ Program ☐ Education ☐ Local Arrangements

☐ Nominations ☐ Publications ☐ Finance

☐ Meetings Coordinating ☐ Outreach ☐ Service Award

Make Checks payable to MARAC and Mail to:

Diana Shenk MARAC Administrator
W313 Pattee Library, Penn State University
University Park, PA 16803

Tel: (814) 863-3181
Fax: (814) 863-5775
E-Mail: dxs@psulias.psu.edu

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

Historian/Collection Development Librarian

Historical Society of Pennsylvania (HSP)

This new position consolidates the collecting responsibility for all documentary media in HSP's nationally important research collection.

Responsibilities: The Historian and Collection Development Librarian will help to revise the Society's collecting purpose and scope statement and align the Society's holdings with that definition. Working with staff and constituent advisory groups, this key professional will develop and implement acquisition and deaccession recommendations. In addition to responsibility for proactive and reactive collecting, the Historian and Collection Development Librarian will prepare appropriate records/paperwork and coordinate other collection care activities with the Director of Collections Management.

Qualifications: include strong knowledge of Philadelphia, Pennsylvania, and family history; substantial research experience using primary materials; familiarity with archival and library practices; administrative and supervisory experience in an historical organization or library; strong decision making, problem solving and creative writing skills; and excellent interpersonal and communication skills. Must be able to perform physical activities associated with archival environments, e.g. move materials up to 40 lbs in weight and tolerate dust and mold. M.A. or Ph.D. in American History or American Studies. Minimum 10 years experience.

The Historical Society offers an excellent benefits package and competitive salary for this exempt position. HSP is an equal opportunity/affirmative action employer. Send letter describing experience and skills relevant to this position, resume, and salary history and a list of three work-related references to President's Office, HSP, 1300 Locust Street, Philadelphia, PA 19107. No telephone calls. Fax (215) 732-2680. Closes when filled. Position posted July 25, 1997.

MARAC MEETINGS

Fall Meeting 1997
Wilmington, DE
November 6th - 8th

Spring Meeting 1998
Saratoga Springs, NY
May 7-9, 1998

Fall Meeting 1998
(Washington DC tentative)

Spring Meeting 1999
State College, PA

Fall Meeting 1999
(Princeton, NJ tentative)

Spring Meeting 2000
(site to be selected)

Fall Meeting 2000
Cleveland, OH (Joint Meeting with Midwest Archives Conference)

Fellowship

United States Capitol Historical Society

Applications are invited for the thirteenth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is $1500 per month.

Applications must be postmarked by February 15, 1998. For further information contact Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 228-1222.

CALL FOR SUBMISSIONS

This award honors the memory of Arline Custer (1909-1975), Mid-Atlantic Regional Archives Conference (MARAC) member and editor of the National Union Catalog of Manuscript Collections.

The award recognizes publishing achievements by MARAC members and individuals or institutions in the seven states (New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia) comprising MARAC. The Custer Committee is particularly interested in receiving published writings that appeal not only to the archival community, but to the general public as well. The committee will consider scholarship, relevancy, innovation, quality or writing, and presentation and layout as criteria in judging submissions.

Multiple submissions by individuals or institutions are welcome but are limited to two. The publication must have appeared between July 1, 1996 and June 30, 1997.

Archival finding aids, including guides, will not be considered for the Arline Custer Memorial Award and instead should be submitted to the MARAC Finding Aids Award Committee.

Up to two prizes may be awarded, with a monetary value of $100. The 1997 winners will be announced by the committee during MARAC's Spring meeting in State College, Pennsylvania.

Please send at least two (2) copies of each submission to: Michele F. Pacifico, Chair, Custer Award Committee, 3911 Jones Bridle Road, Chevy Chase, MD 20815. If you have an questions, contact: Michele F. Pacifico at (301) 652-2490 or (301) 713-6939.

Submissions must be received by December 31, 1997.

Elegant Solutions for Preservation

Call for a complete catalog

ARCHIVAL PRODUCTS

Protective Enclosures
Pamphlet Binders
Music Binders
Bound Four Flap Enclosures
Tan Archival Board
Grey/White Archival Board
Drop Spine Archival Boxes
Academy Folder
Manuscript Folder
3 Ring Binder Album

P.O. Box 1413, Des Moines, Iowa 50305-1413
PH. 800-526-5640
FAX 800-262-4091
E-MAIL archival@ix.netcom.com
WEB SITE http://www.archival.com

STEERING COMMITTEE MEETING

Mid-Atlantic Regional Archives Conference, Steering Committee-Summer Meeting, Steering Committee Minutes, July 18, 1997, Medical and Chirurgical Faculty of Maryland Baltimore, Maryland

IN ATTENDANCE: Fredrick Armstrong, Danna Bell-Russel, Lauren Brown, Patrice Brown, Yvonne Carignan, Becky Collier, Lois Densky-Wolff, Leonora Gidlund, Jennie Guilbaud, Sue Hamburger, Ng. George Hing, Elizabeth Joffrion, Janet Linde, Stephen Novak, Ben Primer, Cynthia Requardt, and Karen Stuart.

1. **Call to Order**

Janet Linde, MARAC Chair, called the meeting to order at 11:20 a.m. at Medical and Chirurgical Faculty of Maryland.

2. **Approval of Minutes**

The minutes of 1 May 1997 Steering Committee meeting were approved.

3. **Chair's Report**

A. Appointments

The Steering Committee voted to approve the appointment of Lois Densky-Wolff and Fred Armstrong as Steering Committee representatives to the Nominations and Elections Committee. It was also voted to accept Leonora Gidlund as NY state caucus representative to serve the remainder of Prudence Backman's term.

Janet Linde reported that she has appointed the following chairs: Rebecca Ebert for the Outreach Committee and Danna Bell-Russel for the Education Committee.

Janet stated that she has contacted Laura Katz Smith to convene the members of the Custer Award Committee in order to select a chair. Laura has agreed to oversee the process. It is too late to give out the award at the fall conference, so the award will be announced at the spring conference.

Janet has reappointed the following individuals: Sue Hamburger as Publications Committee Chair and Jennie Guilbaud as Membership Development Committee Chair.

In addition, Janet has contacted several individuals to serve as the next MARAC liaison to the National Coordinating Committee for the Promotion of History (NCCPH).

Janet pointed out that at the last Steering Committee meeting Gary Saretzky was chosen as chair of the Finding Aids Committee.

The MARAC chair will now work with the committee chairs to fill the vacancies on the various committees.

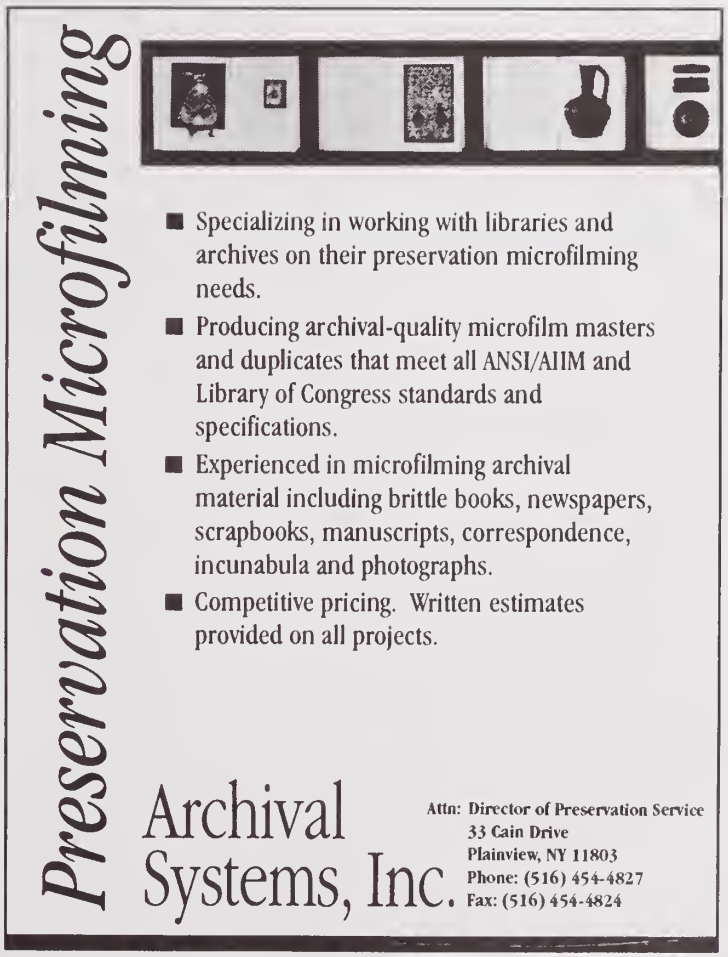
B. MARAC/MAC meeting at SAA

Janet has spoken with the incoming MAC chair regarding this meeting. MAC is still interested in pursuing what would be our third leadership luncheon to discuss issues of common concern. A time has not been set as yet for the luncheon meeting. A sheet was circulated for those members of the Steering Committee attending the meeting to sign. They were also asked to list the day and times best suited for their attendance at the luncheon. Janet is to consult the list and contact everyone by E-mail or phone to determine a day and time for the luncheon.

C. New Steering Committee Members Orientation

The MARAC Chair discussed the duties and activities of the Steering Committee. Members are expected to attend all four Steering Committee meetings as well as the new members orientation at the MARAC fall/spring conferences. Members can be reimbursed for travel to the winter and summer meetings in accordance with

Continued on P. 12


Preservation Microfilming
■ Specializing in working with libraries and archives on their preservation microfilming needs.
■ Producing archival-quality microfilm masters and duplicates that meet all ANSI/AIIM and Library of Congress standards and specifications.
■ Experienced in microfilming archival material including brittle books, newspapers, scrapbooks, manuscripts, correspondence, incunabula and photographs.
■ Competitive pricing. Written estimates provided on all projects.
Archival Systems, Inc.
Attn: Director of Preservation Service
33 Cain Drive
Plainview, NY 11803
Phone: (516) 454-4827
Fax: (516) 454-4824

Steering Committee

Continued from P. 11

the recent reimbursement guidelines drawn up by Becky Collier, MARAC Treasurer. It was stated that reimbursement requests should be made in the same quarter as monies are spent. The guidelines are posted on the MARAC website.

Janet gave a brief run down of the duties of each position both elected and appointed on the Steering Committee. It was pointed out that the MARAC Secretary receives the results of the elections in addition to the more traditionally assigned duties. It was stated that all members should send in as soon as possible all changes in phone numbers, mailing addresses, and E-mail addresses to the MARAC Administrator.

4. **Vice Chair's Report**

A. Reports From Committees

• Fall 1996 Wilmington meeting- It was reported that 273 people attended the conference exceeding the committee's planned attendance of 225. Total income for the conference was $24,317 and total expenses came to $17,276.49. The net income for the conference was $7,040.51.

The Committee recommended that meetings occur only once a year, that 20% of profits go to the employing institutions of the chairs of the local arrangements and program committees, that breakfasts with state archivists become a regular annual feature, that future chairs keep journals for the purpose of writing final reports, and that classroom setups be provided for all workshops.

The Program Committee report has not been received for this meeting.

• Spring 1997 Charlottesville meeting- It was reported that 267 people attended the conference which was smaller than the committee's planned attendance of 300. Marsha Trimble, Local Arrangements Chair, anticipates the final net profit for this meeting to be $4,000.00.

The Committee recommended greater latitude to local arrangements committees for setting registration fees (the committee spent $40.00 of a $50.00 registration fee just to satisfy food requirements), no Saturday tours, that 50% of the program committee live in the local area to facilitate logistics, the hiring of a professional to handle program details and hotel contracts, and a campaign to educate members on the costs of meetings due to complaints about the expense of meetings. These and any other recommendations will receive a full hearing at the fall meeting of the Meetings Coordinating Committee. The Program Committee report has not been received for this meeting.

B. Future Meetings

• Fall 1997 Wilmington meeting- Margaret Jerrido and Carolyn Harris have the Local Arrangements Committee on track. A very elaborate schedule of activities has been planned. Charles Greifenstein of the College of Physicians Historical Collections in Philadelphia will serve as treasurer. A preliminary report is being drafted and will be distributed on or before July 28.

• Spring 1998 Saratoga Springs meeting- Geof Huth has held an initial meeting with the Local Arrangements Committee and has submitted a preliminary budget. The Program Committee Chair, Bob Morris, has not reported on his activities yet. Also, Christopher Densmore has not contacted MARAC as to whether it will be a joint meeting with the Lake Ontario Archives Conference. A theme has not been chosen yet.

• Fall 1998 District of Columbia meeting- The site for this meeting will probably be in Virginia--Crystal City/ Rosslyn. No final site or date has been selected. D.C. itself has not been ruled out if accommodations can be found for around $120.00. Fynnette Eaton is busy working on plans for the conference. Local arrangements and program chairs have not been chosen yet.

• Spring 1999 University Park meeting- The theme for this conference is "Archives under Construction". A hotel contract still has not been signed but is pending. Jackie Esposito is chairing local arrangements and Michelle Dzyak is treasurer. A program chair has not been named.

• Fall 1999 Trenton meeting- NJ is tentative for this meeting. Discussion focused on possible change of site to Brooklyn. Steve Novak is looking into this possibility.

• Spring 2000 meeting

• Fall 2000 Cleveland meeting- This is the joint meeting with the Midwest Archives Conference. Most of the details relating to dates, attendance, schedules, joint committees, program, publicity, registration fees, hotel contract provisions, and the division of profits were ironed out by Fynnette Eaton and Mark Greene last fall. We are now considering a plan to hold the meeting at the Renaissance Cleveland Hotel. The hotel offers easy access to Jacobs Field, regional transit, the Rock and Roll Hall of Fame and Museum, the Great Lakes Science Center, The Flats entertainment district and Playhouse Square. The likely dates are the weeks of October 9 or October 16. A contract has not been signed but we should anticipate rooms being well above $100.00 per night.

• Spring 2001 meeting

• Fall 2001 meeting

• Spring 2002 meeting- Ben Primer, MARAC Vice Chair, does not want to commit us to another fixed site until we review member reaction to Wilmington this fall but the possibility should be held open. Ben reported that he and Karl Niederer would both prefer to move the Fall 1999 Trenton meeting to Spring 2000 since his new building may not be ready until then but that would mean finding a replacement location for Fall 1999. He is interested in hearing from anyone who may wish to take the date on; remember that SAA will be meeting in Pittsburgh around Labor Day. Suggestions have been received for conference meetings to be held at Annapolis, Maryland, Cape May, NJ, and Brooklyn, NY.

C. Meetings Handbook

Jackie Esposito anticipates the completion of the handbook by September 1, 1997.

D. Items for Steering Committee Action

• Preliminary budget for Fall 1997 Wilmington- A resolution is needed to appoint Charles Greifenstein as treasurer for the Wilmington meeting. The Steering Committee voted to approve this appointment.

• Proposed budget for the MARAC Spring meeting- Various problems were noted such as the breakfast charge, sponsor for the reception, a joint registration fee, division of profits, payment of speakers, audiovisual costs, and hospitality suite costs so it was decided to send the budget back to the committee for revision. The budget will be presented again to the Steering Committee in the fall.

• Limit on registration fees- Some local arrangements committees were told that there is a limit on registration fees of $60.00 for members and $75.00 for non-members. The members of the Steering Committee could not remember any such limits being put into place. Ben stated that he will investigate this further and will report back in the fall with recommendations.

• Breakfast and registration fees- Breakfast is now included in the registration fee (this was instituted starting with the Charlottesville meeting--the motion was passed at the November 7, 1996 Steering Committee meeting in Wilmington, Delaware).

• Student reimbursement for meals- Ben reported that some local arrangements chairs have been told that MARAC has now instituted a policy for students who worked for MARAC during the conference to be reimbursed for meals. The members of the Steering Committee stated that it was a waiving of the registration fee in exchange for hours worked. This was only done in connection with the College Park meeting. Ben stated that he will look into this further and draw up a policy statement regarding students and reimbursement. He will have something ready for the fall meeting.

E. Miscellaneous

• Article for Newsletter- Ben mentioned an upcoming article that will appear in the fall Newsletter discussing expenses relating to conferences and why costs keep going up for lodging, meals, and conference activities.

5. **Secretary's Report**

• Green notebooks- Those members who do not have green notebooks were identified. Every effort will be made to track down the notebooks and have them transferred to current members.

6. **Treasurer's Report**

• The 1997-98 Budget shows a breakdown in state caucus requests and for the first time, the MARAC Archivist has been budgeted money to hire an intern. Becky did not hear from the Custer Awards Committee, the West Virginia or Pennsylvania state caucuses. However, steps were taken to cover expenses for the FY 98 budget by giving Custer $50.00 ($200.00 was allocated under awards), West Virginia received $14.00 (a dollar per member), and Pennsylvania was given $100.00. An amendment to the budget was made to include a $300.00 donation in support of the visit by the Cuban Archivist (discussed in further detail under Greg LaMotta's request). The Steering Committee then voted to approve the budget.

• The Third Quarter has been quiet. The general expenses were due to the payment of the annual insurance premium and the donation to NCC. The printing and mailing costs for the MAA were the other major expenses. Income is usually down during this quarter and therefore, MARAC experiences deficit spending.

• We have not received a check from Charlottesville but anticipated profits are approximately $4,000.00. LAC is waiting to receive a bill from UVA before they can close out the account.

Continued on P. 14

What's Happening in Your State?

What's happening in your state? Let Richard Wood, the editor of the *maa* know the important events taking place in your state or region. Then the entire membership of MARAC will be able to read it in the ***State & Local News*** column. This information can be about future events or about past events. Write the *maa* informing us about who has been promoted or who has changed jobs. You'll read it under the ***People*** column. What is the latest news in preservation of material? Write the *maa* and then look for the article under ***Preservation News*** in the following issue.

Have you received a grant, scholarship or fellowship? Is your place of employment giving grants, scholarships or fellowships? Let the *maa* know and it will appear in the following issue.

Keep the *maa* staff informed and you the reader will then be informed. See the back page for important names of editors of the *maa*.

Steering Committee

Continued from P. 13

• The Membership Development Committee has proposed setting up an internship program for new members to participate in Steering Committee meetings as ad hoc members. Last May, the Finance Committee discussed this and advised the Steering Committee to treat the interns as regular members as far as reimbursement is concerned.

• The DC Caucus asked for $500.00 in addition to their budget for Archives Week advertising expenses. Since advertising was not included in the "Guidelines for Reimbursement", Becky did not include it in their budget but left $500.00 in reserve. The Finance Committee was concerned about paying for advertising in general since this could end up being very costly if every caucus was allowed to do so. Becky placed this question before the Steering Committee.

Beth Joffrion, DC Caucus Chair, elaborated on the request. She felt that if the Steering Committee wanted the caucuses to have Archives Week celebrations then it should be willing to support the activities. She opened up for discussion the question regarding what type of support, i.e. financial, the caucuses could expect from the Steering Committee. Questions were asked about how the money would be used. Beth said that they would like to put an ad in the City Paper (perhaps other papers as well), put something up on the Internet, etc. At one point Yvonne Carignan, MD State Caucus Chair, offered her support in staging a MD/DC Archives Week celebration. Some members encouraged DC as well as other state caucuses to seek low cost or no cost alternatives while others felt the publicity costs should be covered as a budget item.

After further discussion, Janet Linde requested that the Outreach Committee look into alternatives and make recommendations for a course of action that would best support Archives Week celebrations by the state caucuses. The $500.00 request for publicity was not budgeted.

• Greg LaMotta has requested that we support the Cuban Archivist visit to the DC area in May or June 1998. He requested that MARAC donate $300.00. Becky did not budget for the donation but has left $300.00 in reserve pending the decision of the Steering Committee. She brought this request to the Steering Committee for approval.

There was discussion on the following points: the legality of sponsoring the visit of a Cuban archivist, the dangers of setting a precedent, the benefit to MARAC as a whole from such a visit and, whether to fund a portion or the remaining balance. Most members felt that it was a MARAC expense not a DC Caucus expense. Therefore it should come out of MARAC's budget. In addition, most members felt that nothing was wrong with donating money to a visiting scholar in the cause of international exchange of ideas. Many did not see this as a precedent setting move by the Steering Committee because future committees would be free to examine requests of this nature on a case by case basis. A motion was made to give $300.00 in support of this visit. It was approved by a 7 to 4 vote. Becky will place it under the miscellaneous item in the budget.

Janet Linde was asked by the members to request that Greg LaMotta either audio or video tape any presentations given by the Cuban Archivist for future distribution among the MARAC membership.

• MARAC's two CD's matured as of July 8th. Becky had ten days to withdraw the funds or the CDs would automatically be renewed for another year. After checking with several financial institutions in the area, she decided to transfer the funds to Washington Savings Bank and place them in a one-year CD at 5.61% APY.

7. **Adminstrator's Report**

• Membership- The total number of MARAC members is 1073 (1028 individual members and 45 institutional members). 15 new members have joined MARAC since the last Steering Committee meeting in May.

8. **Archivist's Report**

• The Archives continues to receive a number of accessions and a number of reference inquiries. The Archives now has the files of former MARAC Chair, Lucious Edwards.

• Internship Proposal- Lauren Brown presented his proposal for an intern to help in the archives and to participate in MARAC. The discussion focused on several topics such as having the intern sit in on the Steering Committee meetings, the number of hours that must be worked in order to qualify, limited access by those outside Maryland, and whether it was an educational internship or a straight temp/part-time job offer. The Steering Committee did not approve the internship but did leave money in the budget for Lauren to hire a helper.

9. **Standing Committee Reports**

A. Education

As of now the Committee hopes to offer two MARAC meeting scholarships at the Fall 1997 and the Spring 1998 meetings and one Modern Archives Institute (MAI) scholarship. The Committee will advertise the MAI scholarship for the Fall since it may be too late to advertise and offer it for the Spring 1998 session. If the funding situation continues and it is not possible to offer more than one MAI scholarship per year then Danna Bell-Russel, Education Chair, will contact Mary Rephlo to see if NARA could accommodate one of our scholarship students.

Betsy Pittman is moving out of the MARAC region and so the Education Committee has four vacancies to fill.

The SAA Education Forum is scheduled for August 27 from 1-5 pm. Danna will ask Peter Wosh if it is possible for him to represent MARAC during the meeting. She will be busy assisting as a member of CEPD and as a member of the committee that is coordinating the Forum. She hopes to get some good ideas that will be helpful in improving MARAC's educational programs.

B. Nominations and Elections Committee

The Committee met with Mary Wolfskill, last year's committee chair, to discuss the transition. Chief among her recommendations was the need to secure earlier in the year an agreement from candidates to run. Many promising candidates were unavailable because ACA got to them first. The offices to be filled in the next election are Secretary, Treasurer, State Representatives, Custer Award Committee (2), and the Nominations and Elections Committee (3). The Committee is looking to the Steering Committee and the state caucuses to suggest potential nominees.

The Committee pointed out discrepancies in the versions of the MARAC's bylaws found in the membership roster, and the WWW "Organization" and "Committee" pages regarding the "appointed members", the election of a chair, and the timing of the appointments. Janet Linde stated that she compared both descriptions and found them to be the same.

C. Membership Development Committee

- Welcome Letters- Letters were sent to 20 new members and the names were submitted to the newsletter for listing in the summer edition.

- Mentorship Program- Since the spring Steering Committee meeting in Charlottesville, Va., one mentee application was received. The waiting lists consist of 6 mentors and 9 mentees. The survey has not been redrafted yet.

- Recruitment- Jim Cassedy with Lisa Mangiafico's assistance is planning a new recruitment drive for the upcoming fiscal year.

- New Members Orientation Meeting- The Orientation Meeting was held in the morning after the coffee break. There were approximately 29 participants--17 new members and 12 MARAC officials.

- Internship Proposal- A copy of the intern proposal was submitted. The Finance Committee has reviewed the proposal and recommended that the interns receive the same travel allowance as the regular Steering Committee members for the winter and summer meetings--there is no allowance for the spring and fall meetings since they coincide with the conferences. The Membership Committee recommended to go beyond the Finance Committee suggestion to include travel expenses for the spring and fall meetings in addition to travel expenses for winter and summer meetings. The expenses for the program would come out of the Steering Committee budget. It was recommended that the program go into effect with the start of fiscal year 1999 so as not to hold up the current budget deliberations for fiscal year 1998 and give Membership enough time to plan the implementation of this program. It was envisioned that the Internship positions would be open every year and rotated through the committees. The "hosting" committee must have an assignment for the intern they receive. The internship position is to be a one-time position for the intern, but he/she is free to join the committees as a regular member after the internship is completed.

This proposal was brought before the Steering Committee for its approval. The Committee brought up questions regarding the need for such a program. Some members felt that more effective outreach by committee chairs may be just as effective as instituting an intern program. Others felt that there was no effective mechanism to encourage new members to become active and the program may provide a way to bring in new blood to the organization. Lois Densky-Wolff made a motion to amend the original proposal as follows: to test this Intern program for two years beginning in 1999, and to reimburse up to two interns (one per year) for attendance at two non-conference (interim) steering committee meetings. The Steering Committee approved the amendment. The name of the program was changed through a friendly amendment to the Steering Committee Intern Program. Fred Armstrong stated that there is a need for the Membership Committee to develop some type of evaluation tool that would allow the Steering Committee to measure the

Continued on P. 16

GENCAT

The Leader in Data Navigation

GENCAT gives you a choice. You can use MARC with complete format integration, the multi-level International Standard - ISAD(G), SGML, or your own custom design

- **City of Rochester, New York** uses GENCAT for their historic photograph collection; data is structured so that it can be exported in the MARC communication format.
- **New York Transit Museum, New York** uses GENCAT for MARC cataloging, online searches, finding aid, and subject thesaurus.
- **George Meany Memorial Archives, Maryland** uses the multi-level feature of GENCAT to describe the broad record group, down through series to folder and showing the location of boxes.

Join these and many other institutions that use GENCAT for archival processes such as accessioning, arrangement, descriptions, research and loans. Also, provide access on the WWW with the NetServer Module.

Call 1-800-663-8172 or visit our web site at: www.eloquent-systems.com

Steering Committee

Continued from P. 15

effectiveness of the program. The Steering Committee voted to table the proposal in light of Fred's comments. Also, the Steering Committee asked Jennie to bring back evaluation criteria that can be discussed at the next meeting and to incorporate the amendments to date.

• Administrative- The Committee met on July 16, 1997 to (1) elect a committee chair and vice chair; (2) discuss committee description changes; (3) discuss the internship proposal; (4) make changes in assignments; (5) target a new population for recruitment; and (6) discuss follow-up attempts to retain/regain purged members. Jennie Guilbaud was selected as Chair and Lisa Mangiafico was selected as Vice-Chair. It was recommended that the description parameters of the Committee be changed from "Committee membership includes three members appointed by the MARAC Chair in addition to the Secretary and Administrator for a total of five. Members serve two-year staggered terms and may be reappointed for one term.." to "Committee membership includes three to six members appointed by the MARAC Chair in addition to the Secretary and Administrator for a potential total of eight. Members serve two-year staggered terms and may be reappointed". This recommendation was put before the Steering Committee. The Steering Committee approved these changes.

• MAC/MARAC joint membership- The ad hoc committee reported that after much review of the question of joint membership they could not endorse going forward with the idea. No economic benefit could be found in pursuing joint membership. Their findings were forwarded to MAC. MAC replied that they agreed with the committee's findings. However, MAC's council is looking into making subscriptions to their journal available to non-members. The outcome will be decided in October at MAC's next council meeting.

D. Outreach Committee

• Archives Week Poster- There is a poster ready for Archives week. The Committee wishes to thank Penn State for the graphic work and the printing. Penn State will mail the posters directly to repositories and institutions rather than to the caucus chairs. Hopefully, this distribution process will be better than last year's. It was suggested to take a survey at the next meeting to see how effective the posters were. The Committee thought that this might be a good idea in light of the $612.00 cost to produce them. It was also suggested to recycle last year's poster in order to save money.

• Technical Leaflet- The Committee hopes to have a draft ready for review by the Steering Committee at the November meeting. The leaflet is entitled How to Do Archives Week.

E. Custer Award

No report.

F. Finding Aids Committee

The Committee has compiled a list of previous award winners which has been distributed by Lauren Brown. It was done as a record for the Archives and for the benefit of new Steering Committee members. The Committee is presently considering whether new criteria is warranted for evaluating electronic finding aids. They will give a progress report at the fall Steering Committee meeting.

G. Publications Committee

• Reprinting of leaflet- It was stated that only 17 copies remain of leaflet number 9 on Photographic Preservation. This amount would see us through the Wilmington meeting but not much beyond this point. The Committee asked for $450.00 to have more reprinted. This amount was already included in their $1400.00 budget. It was determined that the Committee did not have to come before the Steering Committee to ask for approval if there were funds in their budget to cover it. It was only if this reprinting required more money than was in their budget would they have to come to the Steering Committee.

• Technical Leaflets- The Committee has not received any manuscripts for proposed technical leaflets.

• Guidelines for Archives- The bibliography section at the end of Guidelines for Archives and Manuscript Repositories is out of date. Committee member Lynne Wohleber is examining it for ways to update the existing copies in stock. They are looking at either cutting the section out of each copy or printing out a supplemental addendum that can be placed in each copy before it is sold.

• Basic Archival Textbook- The recent publication of Gregory S. Hunter's book Developing and Maintaining Practical Archives: A How to Do it Manual, has required the Committee to rethink the necessity for publishing the textbook. Forty-seven archival educators were contacted for their views on the matter. Twelve responses have been received to date--7 were in favor and five were not. However, none of the educators polled were aware of the publication. The Committee believed that the recent publication fills the need for a basic archival textbook. Therefore, the committee has decided to drop the project unless they receive any persuasive arguments that would change their minds.

• MARAC Website- A link was added to the New Jersey caucus's CAPES program on the New Jersey Historical Commission webpage. A list of finding aids award winners was also added to the webpage. The NJ caucus representative thanked the webmaster for the link. The website has been accessed 1,103 times since June 1, 1996. Please remember to send information about new initiatives of committees, new committee appointees, and your institution's new website to Sue Hamburger (sxh@psulias.psu.edu or sxh36@psu.edu). The MARAC Chair thanked Sue for keeping the site up to date.

H. MAA Editor

No report submitted.

I. NCCPH

No report submitted.

10. **State Caucus Report**

A. Delaware

No report submitted.

B. DC

Report on DC Archives presented under other business.

C. Maryland

No report submitted

D. NJ

Plans for the second annual Archives Day at the Monmouth County Library are being finalized. Co-sponsored by the NJ Caucus and the County of Monmouth, the program will include exhibits, videos, and lectures. Speakers will address such topics as using archival materials to research the history of the Jersey Shore in Ocean County, using the Internet for historical research, slavery in Monmouth County, and how not to preserve original documents and photos. Statewide agencies among the exhibitors include the New Jersey Caucus, New Jersey Archives, New Jersey Historical Commission, and the New Jersey Historical Society.

The New Jersey Division of Archives and Records Management (DARM) and the New Jersey Historical Commission (NJHC) recently received their FY98 budget appropriations; both agencies were again underfunded. The DARM received a nominal increase but the legislature was not made aware of an expected shortfall. No additional funding was included for new staffing and program expansion in anticipation of the move in 1999 of the State Archives to new headquarters. The shortfall is over $700,000. The NJHC, once again, did not receive funding for operating expenses. They have been using proceeds from their revolving funds to sustain themselves, but expect to deplete them this year. Their appropriations only covered grants ($202,000) and salaries ($343,000).

A group of concerned members of the history community met July 16 to discuss ways to advocate for supplemental appropriations, but it does not appear this will succeed during an election year. In the same week the Governor's Task Force on New Jersey History submitted its report to Governor Whitman which strongly recommended that the governor do more to support history in the state.

E. NY

The NY representative reported that she has been in contact with the Local Arrangement and Program Chairs for the Saratoga meeting. A flyer will be issued in January to encourage caucus members to attend the meeting.

F. Pennsylvania

No report submitted.

G. Virginia

No report submitted.

H. West Virginia

No report submitted.

11. **Old Business**

A. Strategic Plan Implementation

• State Institutions (item 2)- Many responses that were received from members noted the possible problems in setting up and coordinating activities between state institutions [yet to be created under the strategic plan] and the existing state caucuses. Ben Primer, MARAC Vice Chair, stated that there is a need to have a state institution whether it is an archives or a historical society available to make a commitment to help with mailings and planning meetings. This would be an additional layer of support much needed in light of the dwindling pool of volunteers. In addition, Ben pointed out that increasing activities at the state level may revive the "intimacy" level that many members liked but find missing at the conference meetings. Janet Linde suggested sending this point to state caucuses and asking each caucus to come up with a plan that will work for their caucus. This may include a rotating caucus center or various subcaucuses depending on the needs of each state. It was agreed to send item 2 of the strategic plan back to the state caucuses. The Steering Committee asked the state caucus representatives to meet with their members at the fall meeting and report their findings to the Steering Committee at the winter steering committee meeting.

• Committee Chairs Guidelines (items 3 & 4)- The Publications Committee was due to report at this meeting. Janet proposed to move this report to January along with Finance and Finding Aids. Presently, we do not have a committee for the essay contest. Janet stated that she will inform Sue of this change.

• Series of questions for Chairs of Committees responsible for certain sections of the Strategic Plan- Janet Linde asked the Treasurer, the Education Committee Chair, and Meetings Coordinating to have by the fall meeting a timetable developed for implementation of the strategic plan as it relates to their specific office or committee. This would cover tax and outside contractor issues as it relates to the Treasurer, and the creation of an essay contest committee and a subcommittee for advanced workshops as it relates to the Education Committee (Janet and Danna will be working on this).

• Additional questions concerned the selection of outside contractors and the type of bidders that MARAC hopes to attract.

B. Regional Technical Assistance Program Committee- Lucious Edwards will chair this committee to decide whether MARAC should pursue this program and by what means. The Committee will report its findings to the Steering Committee at the spring meeting.

12. **New Business**

A. Cuban archivist proposal- covered under Treasurer's Report.

B. Bylaw revision (appendix 11)- It was decided to have all the committee chairs appointed by the MARAC Chair except the Nominations and Elections Committee. The reason for this is to avoid the type of problem that has arisen this year with the Custer Committee which has yet to

Continued on P. 18

Steering Committee Minutes

Continued from P. 17

appoint a chair. Janet will draft the revision and present it at the fall business meeting for approval. This revision will also correct the conflict within the Bylaws concerning the selection of the Nominations and Elections Chair.

13. **Other**

A. Future of DC Archives

Beth Joffrion and Danna Bell-Russel discussed the continuing problems of the DC Archives. They pointed out that funding and staff shortfalls continue to be ongoing concerns. Two letters were drafted and presented to the Steering Committee for signature by the MARAC Chair calling for the current Public Records Administrator to join MARAC, and extending to him support in lobbying for additional financial and staff resources. A request was made to send a copy of the letter to Barbara Franco, Executive Director of the Historical Society of DC. In addition, a suggestion was made to contact Leonard Rapport on this issue. It was decided to have Beth, Danna, and Janet revise the letters for signature. The Steering Committee approved the decision.

B. Future Meeting Dates

Janet Linde wanted to discuss future dates for winter and summer Steering Committee meetings. She stated that projecting summer dates would not be a problem but projecting dates beyond winter 1998 would be. It was decided to have the next winter meeting on Friday, January 23, 1998 at Med Chi in Baltimore.

14. **Adjournment**

The meeting was adjourned at 4:30.

Respectfully submitted,
Patrice C. Brown
MARAC Secretary

National Historical Publications and Records Commission Makes Grant Recommendations

The National Historical Publications and Records Commission (NHPRC) met on June 19, 1997, and recommended up to $149,394 for four documentary editing projects, $25,254 for three documentary publication subvention grants, $30,000 for one records access project, and up to $60,123 for one project that carries out national archival agendas. The grant recommendations were made in response to more than $947,800 in requests.

NHPRC actions relating to the MARAC area include the following:

Documentary Editing Projects and Subventions

• **Colgate Rochester Divinity School/Bexley Hall/Crozer Theological Seminary**, Rochester, NY: A conditional grant of up to $52,500 to pay the salaries and fringe benefits of the two assistant editors of the *Howard Thurman Papers*. As a religious and intellectual leader, Thurman (1900-191) dedicated his life to bringing together people of different faiths, races, and classes. Throughout his career, Thurman tried to reform Christian doctrine with elements of Mohandas Gandhi's critique of traditional Christianity and his principles of unity and non-violent social change. Thurman's message powerfully influenced civil rights leaders beginning in the 1930s.

• **East Stroudsburg University**, East Stroudsburg, PA: A conditional grant of up to $26,250 to pay portions of the editor's and associate editor's salaries and related fringe benefits, as well as a share of the costs for travel, supplies, and copying, for the *Papers*

Continued on P. 22

Simple Book Restoration Video

"Basic Refurbishment of Antique Books", a very good instructive video, 75 minutes in length, demonstrating all the basics of simple book restoration.

Section One includes *Refurbishing the Inside:* Dry Cleaning; Dog-eared Corners and Creases; Removal of Sticky Tape; Tipping In.

Section Two covers *Refurbishing the Outside*: Cleaning Leather and Gold; Calf; Morocco; Preserving and Waxing; Cloth; Half Bindings; Vellum; plus a recap section.

Video comes with an accompanying booklet. $79.00 plus $3.00 shipping.

31 Division Street
Keyport, NJ 07735
Phone: (32) 264-0306
Fax: (732) 264-8266
e-mail: KarenC5071@aol.com

Book Reviews

Guide to the National Anthropological Archives, Smithsonian Institution. Compiled by James R. Glenn. Washington, D.C.: National Anthropological Archives, 1992. xvi, 314 p. Index. Softcover, $25.00.

The National Anthropological Archives (NAA), located in the Smithsonian Institution's Department of Anthropology in the National Museum of Natural History, serves as a principal repository for collections of official anthropological records and anthropologists' correspondence. It houses nearly 6000 linear feet of official records, manuscripts, and photographs arranged in more than 600 named record collections and photographic lots, for the most part defined by provenance. The photographs alone number at least 250,000. Originating as a named entity of the Smithsonian Institution in 1968, the NAA inherited the invaluable American Indian archives of the Bureau of American Ethnology (1879-1965) and the extensive records of the Smithsonian's Anthropology Department. Although its stellar resources are its documents of Native American ethnography, its holdings include records of anthropological research conducted throughout the world, as well as official records of several anthropological associations in the United States.

Glenn's *Guide* gives prospective researchers a well-organized overview of the collections of the NAA and an introduction to the several catalogs, files, and other aids needed for finding specific documents. Each of the 608 numbered entries in the guide describes a collection of documents. In general, the descriptions include elements such as brief title, brief analysis of contents, dates, quantity, arrangement, pertinent finding aids, and restrictions on usage. Many of the entries for collections of papers include selective lists of names of scholars who are authors or subjects of correspondence placed in a specific collection.

The *Guide* comprises a table of contents, an introduction, the body of entries, appendices, and an index. The table of contents lists entry number, collection name for records and private papers or lot number and name for photographs, besides page number. Glenn has divided the entries into three sections: records and private papers, photographic lots, and addenda. The first section contains eighty-three entries for private papers of numerous anthropologists (including archaeologists) and records of organizations — for example, the American Anthropological Association (1902-), the Bureau of American Ethnology (1879-1965), and the River Basin Surveys (1946-1969). The section on photographic lots has nearly 350 entries, one of which is "Glass Negatives of Indians Collected by the Bureau of American Ethnology," a collection of about 7000 items dating mostly from the 1850s to the 1930s. The addenda — the last section for entries — covers about 170 collections of papers and lots of photographs. Most of the appendices are subject classifications of the documents described in the entries for records and private papers found in the first section. The index is long — about ninety-nine pages —and convenient, but one should note that it covers the *Guide*, not the collections. Finding specific documents in the collections requires the researcher to consult various catalogs associated with the NAA.

Continued on P. 20

Mid-Atlantic Regional Archives Conference (MARAC) PLEASE JOIN US! in Sartoga Springs, NY May 7-9, 1998

The Mid-Atlantic Regional Archives Conference (MARAC) and Lake Ontario Archives Conference (LOAC) joint spring meeting in historic Saratoga Springs, New York. For further information contact Local Arrangement Chair: Geof Huth, NYS Archives and Records Administration, E-mail: ghuth@mail.nysed.gov, Tel. (518) 798-5717, or Fax: (518) 798-6119.

Book Reviews

Continued from P. 19

Even though one can search the resources of the NAA electronically through a telnet connection to SIRIS, the Smithsonian Institution Research Information System (telnet address: siris.si.edu), the printed *Guide* is unique in providing a compact, convenient overview of the NAA. Anthropologists engaging in historical research, historians, social science librarians, and archivists should all find this book useful, if not indispensable, in revealing the nature and organization of the often remarkable collections of the National Anthropological Archives.

James Haug
East Carolina University

★★★★

Preserving the Anthropological Record. 2nd edition. Sydel Silverman and Nancy J. Parezo, editors. New York: The Wenner-Gren Foundation for Anthropological Research, Inc., 1995. 254 pp. Bibliography, index. Softcover.

An outgrowth of two conferences for anthropologists, librarians, and archivists held in 1992 and 1993, this collection of eighteen thematic essays sounds a clarion call for preservation of unpublished anthropological records — records of research and other professional activities conducted by individual anthropologists and anthropological organizations. Preservation of these kinds of records — field notes, maps, photographs, movies, sound recordings, letters, and still other materials — is important because they contain "unique and unrecoverable data," "information on excavated or destroyed sites, societies that have fundamentally changed, or cultural products that no longer exist (p. 1)." But the essays not only present reasons why such records should be preserved; they also suggest what, where, and how they might be preserved and accessed.

Now in its second edition, with six new chapters and an index, *Preserving the Anthropological Record* was not intended to be a handbook on preservation. Rather, it was created to serve several related purposes: to alert anthropologists to the need to preserve their data; to outline procedures and strategies for collecting, organizing, maintaining, depositing, and accessing records; to raise and consider ethical issues involved in the ownership and accessibility of records; to propose what and where records should be preserved; and to concisely describe notable existing anthropological archives. Though written primarily for anthropologists, it nevertheless focuses on issues and processes that would inevitably and properly involve archivists and librarians. Whether or not the book accomplishes its long-term aims remains to be seen, but its engagingly presented messages are of undoubted importance.

Silverman and Parezo have grouped the essays under four headings: "Institutional Resources: Archives and Centers," "The Preservation and Use of Cultural Materials," "Preservation Issues in the Fields of Anthropology," and "Guidelines and Strategies." The first section contains descriptions of the histories and contents of major anthropological archives, including the National Anthropological Archives in the Smithsonian Institution, the Melanesian Archive at the University of California at San Diego, and archives in a number of American museums. Donald Tuzin's paper on the Melanesian Archive illustrates the significance, function, and developmental problems of an ethnographic archive, while Thomas Wilson and Nancy Parezo's paper on resources in American museums treats the richness, special qualities, and placement of documentary records housed in institutions devoted primarily to physical specimens. The second section contains two papers, one by Catherine Fowler and another by Shepard Krech and William Sturtevant, that separately examine the special issues of ownership of and access to anthropological data, including the matter of confidentiality. A third paper, by Regna Darnell, stresses the importance of individual anthropologists' records for historians of the discipline.

The third section examines the special preservation issues, documents to be preserved, and archival resources associated with four subdisciplines of anthropology. In their paper of the records of archaeology, Don Fowler and Douglas Givens thoroughly but succinctly describe the nature of archaeological records, emphasize that the records of site excavations and surveys should not be separated, note the special difficulties or preserving and accessing the "gray literature" generated by the History of Archaeology of the Society for American Archaeology. A second paper by Michael Little, Jane Buikstra, and Frank Spencer reviews some of the outstanding archives of data collected in biological anthropologists. Sue Estroff outlines the nature of many of the records or research in medical confidentiality. The third paper in this section, by John van Willigen, discusses records developed by applied anthropologists. An especially interesting paper by Victor Gola, "The Records of American Indian Linguistics," deals not only with the forms and locations of linguistic records, but also with the skills and knowledge required for interpretation of the records.

The final section of the volume, "Guidelines and Strategies," includes four practical essays. The first, by Nancy Parezo and Ruth Person, presents detailed guidelines for preservation practices by individual anthropologists; the next, by Silverman, et al., concerns preservation of records of anthropological associations; the third, by Mary Elizabeth Ruwell, gives useful advice about the problems of physically preserving records; and the fourth, by Robert Kemper, assesses the potential advantages and disadvantages of applying computer technology to archival materials. This section — and the book itself — concludes with "Future Prospects," a brief but optimistic essay in which Don Fowler and Nancy Parezo narrate the

development of the Council for the Preservation of Anthropological Records (CoPAR), a non-profit organization founded in 1993. The essential purpose of CoPAR is "to encourage anthropological organizations and individuals, in cooperation with the archival and information-science communities, to work together in preserving the record." (p. 219) Among the initiative CoPAR has developed is one that aims "to assist archivists in understanding the research and preservation needs of anthropologists and users of anthropological materials." (p. 222) (One can find current information about CoPAR at the following Web site: http://archaeology.la.asu.edu/copar/).

This book should prove interesting, informative, and beneficial to every anthropologist and to an archivist or librarian who may play some role in preserving the unique and irreplaceable records of human culture and biology in all times and places. Copies are available at no charge from the Wenner-Gren Foundation, 220 Fifth Avenue, New York New York 10001, Tel. (212) 683-5000.

James Haug
East Carolina University

★★★★

Judith Sargent Murray: Her First 100 Letters, Published by The Sargent House Museum, Gloucester, Massachusetts, 1995

Judith Sargent Murray (1751-1820) comes to life in these first 100 letters (1765-1778). The reader is given a glimpse of society in New England during the time of the American Revolutionary War. Murray gives the reader a feel for conventional social graces among the upper class, the role of women in modern society and her own ideas on where that role errs, strong family bonds, religious turbulence and commitment, the ravages of war and the difficulty of foreign policy, and the devastation and treatment of Small Pox. Murray's prose are colorful and moving. Her comments and criticisms of popular writers are a window to her world; a world where an educated circle of friends was not merely a luxury but an essential part of life. Murray's process of estrangement from mainline Christianity and attachment to Universalist doctrine gives a personal look at the flowering of Pietism in America.

The historical background provided in the forward by Bonnie Smith, President of the Sargent House Museum, is helpful in seeing the importance of Judith Sargent Murray, as well as the importance of the project to transcribe all of her 20 volumes of letters. The build-up given by transcriber Marianne Dunlop is fascinating but overstates and misleads. While her comments are certainly a personal testimony as to the importance of Judith Sargent Murray and the importance of her own transcribing work, it does not give an accurate picture of these 100 letters, which, by the book's very title, it is intended to do. No mention is made of her concern for the victims of the Small Pox epidemic and how it changed her community in Massachusetts, even though this theme surrounds these 100 letters.

The transcriber has made every effort to maintain the integrity of Judith Sargent Murray's writing style. This is commendable. The absence of a needed [sic], the missed deletion of a repeated word, the duplication of a page are proof that there was need for an editor. It is unfortunate that this Commemorative edition should have gone to press with errors that can be so easily corrected. These clerical errors should not put one off from reading these delightful, inspiring, and enlightening letters of such an intriguing figure as Judith Sargent Murray.

Kathryn A. Rickert
East Carolina University

★★★★

Trinkaus-Randall, Gregor, *Protecting Your Collections: A Manual of Archival Security*. Chicago, IL, society of American Archivists, 1995.

The main thought of this work is that archival security must be an integral part of the archival program. Most helpful are the checklists and appendices which include the specifics to be checked, noted and considered. The text sets these up and reminds us of points we all should know. For example, the reference staff is there to help the patron, but also to protect the collections. A later section concerns reading room security discussing use rules, registration procedures, exit interviews and surveillance and supervision by staff. One point that hit particularly close to home for me was the layout of reference tables in the reading room. Ideally, they would be placed so that the staff on duty would look down the center of the table instead of having them at such an angle where the only view was of the researcher's back. Staff education and public awareness is a good section. Rather than presenting use rules in a negative context, when an effort is made to explain and educate users, the use rules become positive points towards collection preservation. A section on physical security covers different types of locks and some of the digital systems that are available. This is a very useful work to have on hand, and a good reminder of procedures we should be using on a daily basis.

Mary Boccaccio
East Carolina University

Call For Papers

The Oral History Association invites proposals for papers and presentations for its 1998 annual meeting, to be held October 15-18 in Buffalo, New York. The theme of the meeting is "Crossing the Boundary, Crossing the Line: Oral History on the Border." Proposals that relate to mediations among diverse communities; class, ethnic, racial, and gender perspectives; interdisciplinary approaches; transnational issues; migration and immigration; transgressions; new frontiers in technology; lesbian and gay history; relationships in interviewing; marginality; oral history and received historical wisdom; shifting borders in oral history; and ethical and legal boundaries are especially encouraged. Proposals on other topics are also welcomed.

The Program Committee invites proposals from oral history practitioners in a wide variety of disciplines and settings, including academic institutions; museums, historical societies, archives, and libraries; community organizations; media professionals; and independent historians. We also encourage proposals from graduate students and from those involved in both precollegiate and postsecondary teaching. Sessions may address the many uses of oral history in media such as film, video, radio, exhibitions, drama, and new electronic media. Similarly, while sessions may be organized in the customary panel format, we encourage proposals for roundtables, workshops, poster sessions, media and performance-oriented presentations, offsite sessions, and other formats that go beyond the boundaries of conventional conference presentation. We welcome proposals from other professional organizations, including state and regional oral history associations affiliated with the Oral History Association, and proposals for presentations in French from french speaking Canadians. OHA policy prevents those who will present papers at the 1997 annual meeting from doing so in 1998; such individuals, however, may serve as session chairs and commentators.

Applicants must submit four copies of the following: for full session proposals, a one-page description of the issues and questions the session will address and one-page abstract of each presentation; the name of the convener; suggested commentator(s); and short vitae, including institutional affiliation, mailing address, phone numbers, and e-mail addresses for each presenter. Individual proposals should include a title, one-page abstract of the presentation, and a short vita of the presenter.

For further information or to submit proposals, contact: Debra Bernhardt, Robert F. Wagner Labor Archives, 70 Washington Square South, New York, NY 10012, (212) 998-2640, Fax: (212) 995-4070, e-mail (queries only) bernhrdt@elmer.bobst.nyu.edu or Cliff Kuhn, Department of History, Georgia State University, Atlanta, GA 30303, (404) 651-3255, Fax: (404) 651-1745; e-mail: hiscmk@panter.gsu.edu

Proposal deadline is December 15, 1997.

NHPRC Grant Recommendations

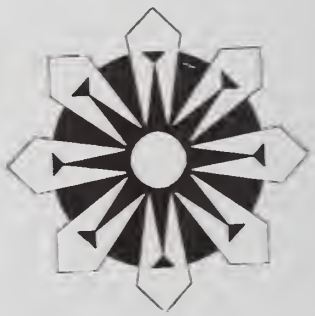
Continued from P. 18

of the War Department, 1784-1800. The project is reconstructing a collection that was destroyed by a fire in 1800 in the office of the War Department. Recipient copies of documents sent from the War Department and retained copies of documents sent to the department exist in hundreds of collections across the country. During the years considered—1784-1800—the War Department was responsible not only for military affairs, but also for Indian, veteran, and naval affairs.

Project Recommended Subject to the Availability of Funds

• **New York State Education Department**, Albany, NY: A contingent grant of up to $65,205 to the Department's State Archives and Records Administration for a comprehensive collection assessment.

Application materials for projects or more information on the Commission's awards may be requested by phone or by mail: NHPRC, National Archives and Records Administration, Room 106, 700 Pennsylvania Ave., NW, Washington, DC 20408, (202) 501-5610 (voice), (202) 501-5601 (fax), nhprc@arch1.nara.gov (e-mail) <http://www.nara.gov/nara/nhprc>.



TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1997
October 1, 1996 -June 30, 1997

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1995 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$10,576.00	$3,373.00	$477.00		87%	14,426.00	$14,678.00
Publications Sales	1,500.00	498.65	238.49	721.40		97%	1,458.54	1,203.37
Pub. Advertising	800.00	60.00	0.00	775.50		104%	835.50	1,034.00
Bank Interest	2,800.00	90.10	210.12	186.78		17%	487.00	3,306.59
Conferences	15,000.00	0.00	9,066.51	0.00		60%	9,066.51	14,560.34
Mailing List Sales	360.00	100.00	80.00	40.00		61%	220.00	320.00
Contributions	250.00	182.00	180.00	0.00		145%	362.00	159.00
Miscellaneous	0.00	48.00	0.00	31.35		4800%	79.35	427.50
Total Revenue and Support	**$37,210.00**	**$11,554.75**	**$13,148.12**	**$2,232.03**	**$0.00**	**72%**	**$26,934.90**	**$35,688.80**
EXPENSES								
General	$1,700.00	$0.00	$20.00	$1,100.00		66%	$1,120.00	$1,145.00
Administrator	4,800.00	60.82	317.13	821.26		25%	1,199.215	1,338.42
Treasurer	710.00	59.53	509.48	42.00		86%	611.01	590.95
Membership	1,100.00	216.10	76.80	62.82		32%	355.72	786.46
Committees	6,100.00	855.77	1,592.48	15.52		38%	2,463.77	5,830.94
Conference Advances	4,625.00	0.00	3,000.00	2,000.00		108%	5,000.00	4,508.17
Publications	15,100.00	1,074.90	4,797.63	555.00		43%	6,427.53	11,361.25
Awards	425.00	200.00	0.00	225.00		100%	425.00	325.00
MARAC Scholarship	2,000.00	1,248.37	0.00	558.02		90%	1,806.39	1,422.54
Grant Project Expenses	600.00	0.00	0.00	0.00		0%	0.00	0.00
Miscellaneous	50.00	0.00	0.00	0.00		0%	0.00	0.00
Total Expenses	**$37,210.00**	**$3,715.49**	**$10,313.52**	**$5,379.62**	**$0.00**	**52%**	**$19,408.63**	**$27,308.73**
NET INCOME or (NET LOSS)		**$7,839.26**	**$2,834.60**	**($3,147.59)**	**$0.00**		**$57,526.27**	

SUMMARY

Opening Balance	$106,261.46
Income	2,232.03
Expenses	(5,379.62)
Closing Balance	**$103,113.87**

Cash Accounts

Checking Accts:	$10,930.41
Savings Accts:	28,183.56
Cert. of Dep:	64,000.00
Total	**$103,113.87**

Fund	Opening	Credits	Debits	Closing
Current	$59,210.26	$2,232.03	($5,379.62)	$56,062.67
Endowment	8,551.20			8,551.200
Reserve	38,500.00			38,500.00
Total	**$106,261.46**	**$2,232.03**	**($5,379.62)**	**$103,113.87**

Session Abstracts

"Families Displaced by the Shenandoah National Park"

Dr. Charles Perdue provided a detailed history of the events surrounding the establishment of the Shenandoah National Park. Of particular interest were the efforts of park "boosters" to convince residents to leave voluntarily while simultaneously depicting residents as illiterate, impoverished who would actually benefit from relocation. He illustrated his presentation with oral histories and photographs, giving voices and faces to the displaced. Ms. Karen Michaud discussed and provided insights into the difficulties historians face when the sources tell conflicting stories. The Park Service remains anxious to tell the whole story of the creation of Shenandoah National Park from all sides. As research concerning the displacement process becomes available every effort will be made to incorporate experiences into the Park's story.

★★★★

"Look Before You Leap: Reformatting Photographs Digitally"

Steve Pulia, A Preservation Specialist at the National Archives and Records Administration, began the session with a presentation on the pros and cons of reformatting photographs in a digital medium. Steve noted that reformatting photographs is especially challenging due to the cost of the set-up equipment, the constantly evolving software and hardware technology which constitute the platform on which the reformatting is carried out and stored, the differences between film based color systems and the color systems of printers and monitors, and the need to scan at an appropriate resolution to capture nuances in the image, which requires a degree of understanding visual images. Digital image storage is also somewhat problematic, as a single image scanned at a reproducible resolution will take up more space than available on a floppy disk, and highly compressed images are more susceptible to corruption. Based on averages determined through grant applications, reformatting an uncatalogued photograph collection will cost over $6 per image for the digital transfer and over $12 per image for the cataloguing and description (a 1/3-2/3 split). The costs for maintaining a single digital image over a ten year period are estimated at 5 to 6 times the cost of reformatting (or approximately $100) which includes possible migrations to other platforms. Steve also pointed out that there are no standards for digital reformatting as a preservation tool, and at this point it is best to consider such projects for access.

Barbara Johnson, executive director of the Historical Society of Frederick County MD reported on the pilot project undertaken by the Society to digitally reformat some photos for use in two exhibitions at the Society's museum. The Society received a $3,000 state grant to purchase software, a scanner, and a digital camera, with the intent of producing digital "loops" to run on a computer in the exhibit, showing both images and text, and to digitally photograph the collections, to link their artifact images with their collections management information, which were (and are) on an antiquated non-windows database program. At the time of the grant, the Society did not have an adequate computer system available to run the software without risk of corrupting their membership database, and staff time, already at a premium in a primarily volunteer organization, was unavailable. The Society's (retired) president proceeded to produce the digital loop on his home computer, which had the necessary power and space adequately to run the software program. However, none of the other members or staff had the opportunity also to learn the procedures. To date, digitally cataloging the Society's collections has not been accomplished, but generally favorable remarks were given to the two digital loops prepared for exhibit outreach. Barbara cautioned those in attendance carefully to plan a digital project in terms of equipment, training, and expecta-

OCKER & TRAPP
We are dedicated to craftsmanship and understand the need for consistent quality and efficient service
COMPLETE LIBRARY BINDING SERVICE
•PRESERVATION PHOTOCOPYING
•CUSTOM DESIGNED ENCLOSURES
•SPECIAL HAND BINDING
•CONSERVATION
•DEACIDIFICATION
•ENCAPSULATION
•RESTORATION
SHORT RUN EDITION BINDING
17C Palisade Ave. • Emerson, NJ 07630 - 0314
OCKER & TRAPP
LIBRARY BINDERY, INC.
Tel: 201-265-0262 or 1-800-253-0262 • Fax: 201-265-0588

tions, and to be sure they were fully ready for both the highlights and pitfalls of such a complicated process.

Lisa Mangiafico
Soroptimist International of the Americas

★★★★

"Genealogy for Archivists"

Moderator Conley Edwards opened the session by asking if the tensions between archivists and genealogists are real or perceived, interpersonal or procedural? He shared with the audience several responses to this question posted on the Virginia Genealogy listserv. Speaker Kellee Blake spoke from the perspective of the genealogist to provide insight into what a patron expects when entering a repository to conduct research. The general genealogist has both real and unreal expectations regarding costs, services, and materials--everything will be available at the touch of a "button" because its all "on the computer, and if it isn't the archivist will know because he/she is omniscient. A considerable amount of misinformation may also be attributed to third parties. To correct these mistaken impressions, archivists need to clearly define what we can and will do for the researcher, what the collection policies are, and what is involved in working with materials not created specifically for genealogical research. Educating the genealogist on how to work with the materials more efficiently is in everyone's best interest. It behooves us all to work smarter—the ranks of genealogists are swelling while those of archivists are shrinking.

Connie Potter of the National Archives and Records Administration addressed the issues facing reference archivists working with large numbers of genealogists who can generally be grouped as follows: the professionals, the lunch time folks, and the tourists. They, like us, are balancing limited time and resources to get a job completed. In addition, the archivist is frequently the first individual the patron has encountered who works for the Federal Government. The discussion which took place included the pros and cons of "gatekeeping," the use of technicians and volunteers, handouts, and the overwhelming necessity of a sense of humor. It was generally concluded that unfounded expectations exist on both sides, but that genealogists and archivists can, and do, support each others' professions.

For those who are interested, there is a listserv "Librarians serving genealogist" available. To subscribe send an e-mail message to:

listserv@nosferatu.cas.usf.edu In the body for the message, type subscribe genealib [your] first name last name. Messages to the listserv should be sent to:

genealib@nosferatu.cas.usf.edu The group is also constructing a homepage on the World Wide Web at the following URL http://www.cas.usf.edu/lis/genealib/

★★★★

Continued on P. 26

New MARAC Members

Mark Bailey
Yale University

Thomas Battle
Howard University

Richard R. Berg
Lancaster Theological Seminary

Sylvia Bradley
Salisbury State University

Terry Catapano
Rutgers University

Michelle DeMartino
University of Maryland

Jeanne Forester
Astra Merck Incorporated

Stacy B. Gould
College of William & Mary

Melody J. Haymire
University of Maryland

F. Holly Hodges

Lois Kauffman

Ellie Kidd
Salem County Clerk's Office

Heidi Mays
Pennsylvania State Archives

Lilah J. Mittelstaedt
Philadelphia Museum of Art

Jennifer Pitts

Boyd Reese
Eastern Mennonite University

Gail M. Reese
Astra Merck Incorporated

Sydney Roby
Goucher College

Roberta Sago

Jennifer Sanchez
Drexel University

Phillip Seitz

Session Abstracts

Continued from P. 25

The World Wide Web and Intellectual Property Rights

The session was opened by moderator Margaret Welch of the Winterthur Library. Margaret spoke of the potential for World Wide Web projects to provide unprecedented access to archival materials. However, the consequences — loss of control of images, infringement of others' rights, and possible responsibility for users' misuse — raise profound concerns. She reminded the audience that the session on "Implications of Digital Access" at the last MARAC meeting (Wilmington, Fall 1996) presented the murky legal situation regarding fair use and explained the Conference on Fair Use (CONFU) meetings. The conclusion of the CONFU process in May did not clarify the situation but instead brought forth objections from associations representing archives and libraries that the proposals for digital images did not allow "fair use" on the Internet. As Margaret stated, the concerns remain.

The first speaker of the session, Eric Schwartz, is a partner of the law firm of Smith & Metalitz. Formerly the Acting General Counsel of the U.S. Copyright Office, Eric specializes in copyright, entertainment, and information law. He discussed at great length the problems and concerns of copyright law as applied to the WWW. He pointed out that the application of copyright and intellectual property laws to this medium is still at a very early stage. Attorneys, information professionals, and the courts are attempting to apply old concepts and theories already in use in other, more traditional, mediums to this new electronic environment. Of especial importance, due to the nature of the Web, which cuts across state boundaries, is the difference between national and international copyright\intellectual property laws, which can include differences in the duration of a copyright and the type of protection offered to the creator of a work. One example being that works enter public domain at different times in different countries.

One matter for consideration in regards to the construction of web sites is the element of the threshold of originality, when are new sites new intellectual products. As an institution develops a web site not only is there the concern as to whether or not they have violated any laws, but also what can they do to protect their own product. For example, the digitation of public domain images can create a new copyrightable item. It should also be kept in mind by institutions when they are developing a web site who holds the rights of authorship for the site. Due to the fact that many institutions call on volunteers, student workers, and individuals perhaps working outside their standard job description for web site construction this may not be as straightforward as would be assumed. It should not be forgotten when choosing text and images for a web site that the transfer of rights to a copyrighted item does not necessarily include the transfer of the electron rights. Eric's presentation clearly showed that the application of copyright and intellectual property laws to the WWW is an intricate, multi-dimensional, topic, at times confusing, but yet of great importance to the archives professional.

Eric also touched upon the general issue of copyright registration. He stated that there are still many good reasons for registering a copyrightable work. The url for the homepage of the Office of Copyright is http://lcweb.loc.gov/copyright. Copyright application forms can be accessed there. It is also possible to search copyright records.

The second presentation, given by Edward Gaynor, Coordinator of the University of Virginia's Special Collections' Digital Center, nicely complemented the earlier discussion by presenting case studies of archival web projects involving copyright\intellectual property concerns. The Digital Center (http://www.lib.virginia.edu/speccol/scdc/scdc.html) serves the needs of the faculty and staff of the University through such activities as supplying digital access to collections and mounting digital exhibits. Web projects the Center has considered have included an electronic archives of Early American fiction, digitizing the papers of Thomas Jefferson, and an image dbase utilizing a local history photograph collection. Each project presented the Center with different intellectual property issues. Edward pointed out that it is very easy for an institution to violate copyright through innocence and ignorance. For example, the relatively simple act of scanning and mounting the cover of a book could place an institution in violation of copyright law. Edward's discussion clearly illustrated the practical issues relating to copyright and intellectual property laws that archivists most now be aware of, and consider, in their daily attempts to meet their patron's needs through the rapidly growing electronic environment.

Submitted by Margaret Welch and Mary K. Mannix.

★★★★

Administrative Uses of Archives

Speakers: Leslie Simon, CIGNA Archives and John Celardo, National Archives/Northeast Region; Moderator: Jackie Esposito, Penn State University

This session focused discussion on the types of administrative uses of archives, levels of service differences, creating opportunities for win-win situations, types of research requests and good practices for handling administrative requests.

John Celardo reviewed the traditional NARA constituencies and their impact on research use of the collections. He detailed the process for creating a research budget for a regional archives based on the development of a work plan that included performance levels and anticipated needs. John emphasized the need to maintain detailed statistics of uses to support requests for staff, time, salaries, and space. He detailed specific administrative uses of his collections:

a) Use of military records to determine veterans benefits. Specific examples cited, Coast Guard and Merchant Marine ship logs and journals.

b) Use of property records to support physical plant activities. Specific examples cited, nuclear waste dump sites.

c) Proof of citizenship documents.

d) Federal Court cases specifically focusing on copyright infringement and releases. Specific example cited, Martin Luther King's "I Have a Dream" speech.

e) Use of records for exhibits, historical events, and designated theme months.

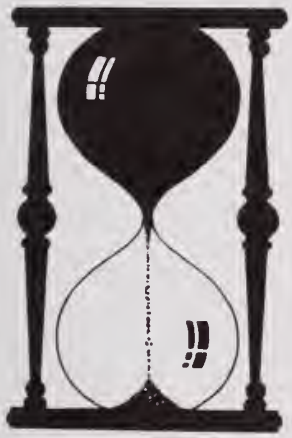
Leslie Simon reviewed conclusions made by Elizabeth Yakel in her study of administrative users. She applied these results to a business archives and defined administrative uses as: employee questions that utilize archival collections asked in the course of everyday business. She reiterated Yakel's concern about the use of surrogates. Surrogates lead to interpretations of the nature of the question, levels of both questions and answers, and the filtering and packaging of information. Simon encouraged direct communication with question originators. She agreed with John's assessment that quantification of use of the archives for business purposes is a help when justifying the existence of the archives.

Leslie encouraged a detailed understanding of the institutional culture as well as levels of networking as essential tools to an effective archival program. She detailed the need to understand the question originators needs and the requirements that places on packaging the information sent forward. It is important to understand that the questioner has no interest in the research process rather a great deal of interest in the promptness and completeness of the response. She pointed out that legal researchers have very different needs from other administrative researchers.

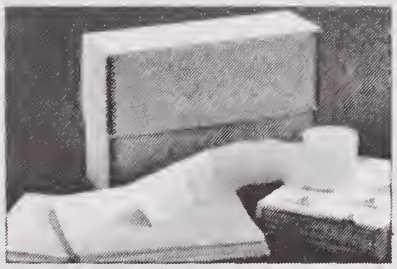
Institutional archives need to be in compliance with the institutional vision statements, Simon argued. The contributions and utility of the archives to the institution must be demonstrated through statistical reports, narrative reports, and quantified numbers. It is important that the archives be perceived as part of the institution's critical mission. In addition, the archives should emphasize its cost avoidance strategies and value-added products. A specific example cited was shipwreck documents for treasure exploration settlements. Simon also discussed the importance of alliances with information technology staff by providing content for IT products. Finally, Simon discussed the importance of building trust within the user community for archival services and products.

The presentations were followed by a moderated discussion of audience experiences with administrative uses and users.

Abstract submitted by: Jackie Esposito.



Acid Free Archival Supplies



Stocking Distributor for Hollinger, Light Impressions, and University Products.

Order all your supplies at competitive prices with one call and one purchase order.

For your FREE catalog call or fax:
800-747-1249

G.M. WYLIE COMPANY
P.O. BOX AA, WASHINGTON, PA 15310-0660

The home of high quality *TIMEPRESERVER*®
Products. (MARAC Member since 1989)

OCT 13'97 U.S.POSTAGE 0.78 6139671

Diana Shenk
W313 Pattee Library
Penn State University
University Park, PA 16802

Lauren Brown
Archives and Manuscripts Department
McKeldin Library
University of Maryland
College Park, MD 20742

TIME VALUE MAIL

ISSN: 0738-9396

The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the individual states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation among individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at $15 per year) and membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.edu. Send material for *maa* publication to: Richard E. Wood, National Archives at College Park, 8601 Adelphi Rd., College Park, MD 20740-6001, Tel. (301) 713-7159, Fax (301) 713-6908, Electronic Mail: dick.wood@arch2.nara.gov. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007, telephone (212) 374-4376.

Editor	Richard E. Wood
Associate Editor	Charles Greifenstein
Book Review Editor	Mary Boccaccio
Preservation News Editor	Evelyn Frangakis
Software Editor	Kathleen D. Roe
Session Abstracts Editor	Jefferson Moak
Technical Leaflet Editor	Frank Serene
Advertising Editor	Bruce Abrams
State and Local News Editor	
Q&A Editors	Judith Knudsen
	Cindy Swanson